

Teen Volunteer Packet

Thank you for your interest in volunteering at the Farmers Branch Manske Library! Whether you are here to complete community service or to work a regular schedule, volunteers help with the day to day business of the library.

To be considered for a volunteer position at the library, you must first fill out the attached application, including the shelving quizzes, and turn it in to the Youth Services Desk. Please note, you must score a 100% on your shelving quiz before you can begin shelving with us. You can, however, participate in other volunteer activities until you get a 100% on the shelving quiz.

We will review your application and get in touch with you as soon as possible. Unfortunately, we cannot always accommodate volunteers. Sometimes the library's needs do not match up with a particular volunteer's skill set or hours requirement (for example, needing a large number of hours in a short time). At other times, we find ourselves unable to provide adequate supervision due to our limited staffing.

All volunteer shifts must be scheduled in advance of volunteering. All volunteer shifts are scheduled on a first-come, first-served basis. Shifts are scheduled for one hour at a time. Volunteers may not work more than one shift per day, and may not work more than 5 hours per week. Primary duties may include shelving, shelf-reading, and dusting. In the case of special programs, special signup sheets will be made available. Participation in special programs does not count towards the hours maximum for a given week.

Once your application is complete, we will keep it on file for one year, at which point you will need to reapply to remain in consideration. Teen volunteers play an important role at the library; we are excited to work with you!

Teen Volunteer Application @ Farmers Branch Manske Library

Name _____ Date _____

Address _____

Email _____

Home Phone _____ Cell Phone _____

School attending _____ Age: _____ Grade Entering: _____

What days can you work? Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun. ☐

Do you speak fluently, read or write any language other than English? No ☐ Yes ☐

If yes, please specify: _____

Is your interest in volunteering for community service hours? No ☐ Yes ☐

If yes, why do you need community service? _____

How many hours do you need and when do you need them completed by?:

What work or volunteer experience, skills, training, or interests could you apply to work as a library volunteer?

How did you hear about this volunteer position? _____

Have you applied to volunteer at the Farmers Branch Manske Library before? No ☐ Yes ☐

If yes, which program _____

Are you a returning volunteer and want more hours? No ☐ Yes ☐

Volunteer Agreement and Code of Conduct

- I will arrive on time, sign-in and notify a staff member I am here. If I am unable to do this I will call 972-247-2511, giving 24 hours notice when possible.
 - If you have two (2) unexcused missed volunteer shifts you will be removed from the volunteer list and disqualified from the Teen Lock-In.
- I will remain on task until my time slot has ended (except for restroom breaks) and I will notify a staff member when I am taking any sort of break or leaving for the day.
- I will speak with my Branch Volunteer Contact if I need to make changes to the schedule.
- I will perform my duties as assigned in a pleasant manner. If I have any questions about what I am to do, I will ask a staff member.
- I will refer patrons to the staff members on duty when questions arise that are not directly related to my job.
- I will be courteous and respectful to library patrons, staff and other volunteers at all times.
- I will use the phone only with the permission of a staff member.
- I will not bring food into the library during my volunteer shift.
- I will wear a volunteer nametag when I am working.
- I will wear appropriate attire to the library (no bathing suits, no bare mid-ribs, no short-shorts, no short skirts, no clothing with offensive or threatening messages).
- I will keep socializing to a minimum. Visitors, relatives and friends are welcome to use the library but may not participate as volunteers.
- I will not use electronic equipment while on duty, including text messaging, listening to music, playing on the computer or playing games unless given special permission.
- I will keep my cell phone in my pocket on vibrate and will not make or receive any calls that are not emergencies.

Signature_____

Emergency Contact

Name _____ Relationship _____ Phone _____

Parent/Guardian approval is required for volunteers under 18 years old.

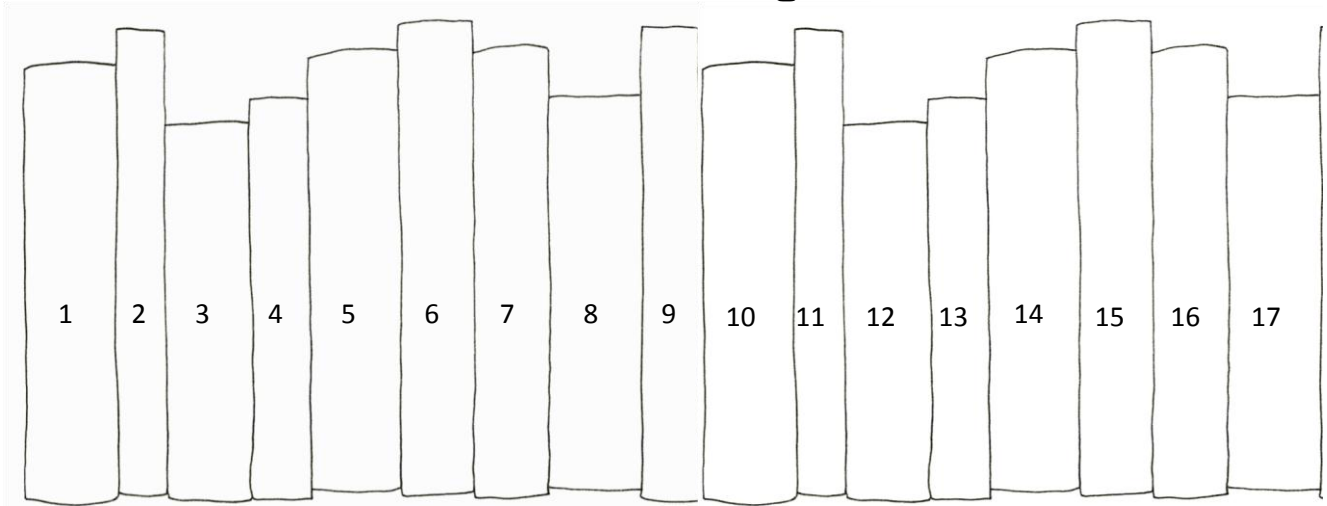
I give my permission for _____ to volunteer at the Farmers Branch Manske Library.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email _____

****Email may be used to inform Parents/Teens about Programs of interest.**

Fiction Shelving Quiz



Listing the books in order by author, title, and call number, match the appropriate title to the appropriate number, 1-17. **Keep in mind that 'The' does not count as the first word of a title.**

- ☐ *It's Spring, Dear Dragon* by Margaret Hillert (E HIL) _____
- ☐ *Waiting for Wings* by Lois Ehler (E EHL) _____
- ☐ *Dory Story* by Jerry Pallotta (E PAL) _____
- ☐ *Wake Up, It's Spring* by Julie Fogliano (E FOG) _____
- ☐ *Spring Is Here* by Will Hillenbrand (E HIL) _____
- ☐ *The Happy Day* by Ruth Krauss (E KRA) _____
- ☐ *The Icky Bug Alphabet Book* by Jerry Pallotta (E PAL) _____
- ☐ *Inch By Inch* by Leo Lionni (E LIO) _____
- ☐ *It's Spring* by Linda Glaser (E GLA) _____
- ☐ *Mud* by Mary Lyn Ray (E RAY) _____
- ☐ *Wake Up, It's Spring* by Lisa Campbell Ernst (E ERN) _____
- ☐ *Rabbit's Good News* by Ruth Lercher Bornstein (E BOR) _____
- ☐ *The Rain Came Down* by David Shannon (E SHA) _____
- ☐ *Counting in the Garden* by Kim Parker (E PAR) _____
- ☐ *The Caterpillar and the Polliwog* by Jack Kent (E KEN) _____
- ☐ *I Can Fly* by Ruth Krauss (E KRA) _____
- ☐ *Too Many Toys* by David Shannon (E SHA) _____

Nonfiction Shelving Quiz

Read each question carefully. Follow directions! Circle the correct answer.

1. Select the book that would be FIRST when shelving.
 - a. 005.962
 - b. 050.962
 - c. 005.692
 - d. 005.961

2. Select the book that would be FIRST when shelving.
 - a. 560.361
 - b. 560.631
 - c. 561.631
 - d. 560.613

3. Select the book that would be FIRST when shelving.
 - a. 382.22
 - b. 383.22
 - c. 382.33
 - d. 383.23

4. Select the book that would be SECOND when shelving.
 - a. 921 Hesse
 - b. 921 Herman
 - c. 921 Hernandez
 - d. 921 Hermann

5. Select the book that would be SECOND when shelving.
 - a. 831.456 J
 - b. 813.456 M
 - c. 831.654 N
 - d. 831.456 L

6. Select the book that would be THIRD when shelving.
 - a. 364.331
 - b. 436.331
 - c. 364.313
 - d. 346.133

7. Select the book that would be THIRD when shelving.
 - a. 438.13
 - b. 439.03
 - c. 429.03
 - d. 438.23

8. Select the book that would be LAST when shelving.

- a. 237.111 H
- b. 237.111 F
- c. 237.011 H
- d. 237.001 G

9. Select the book that would be LAST when shelving.

- a. 313.565 R
- b. 313.655 S
- c. 313.556 T
- d. 313.565 T

10. Select the book that would be LAST when shelving.

- a. 007.001 A
- b. 070.001 B
- c. 007.010 A
- d. 070.001 A